

FY09 Plan for **ES&H**

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Relevant Strategic Plans – Strategic Plan for CD ES&H

ES&H Goal – Through continual improvement of our ES&H performance, and compliance to legal and regulatory requirements, our goal is to reduce ES&H impacts associated with our mission and the mission of the laboratory.

ES&H Strategy –

- Implement practices to reduce risks and to prevent injury to our employees.
- Maintain plans to minimize and respond to emergencies.
- Examine and guide ES&H practices of our contactors.
- Manage and reduce consumption of natural resources and generation of waste through design, reuse and recycling.
- Measure performance by monitoring and improving compliance with ES&H Policies.
- Provide information regarding ES&H practices and policy through dialogue, training, and openness with employees.

ES&H

FY08 Accomplishments

1. CD has played a major role in getting the 2008 goals in place for the Federal Electronics Challenge (FEC) – We will be applying for the silver award at the end of the 2008 calendar year.
2. We have increased our recycling effort for FCC, which now includes plastic, glass, Al.
3. Housekeeping – We have cleared our chemical cabinets of unwanted chemicals. Most of these unwanted chemicals were given to other D/S who could use them.

Not Accomplished in FY08

1. Machine Shop Training – The intent of this goal was to take the original machine shop training to one step further. We wanted to assure that the individual knows how to correctly use the unit! This goal has recently become a lab-wide issue, taken beyond just CD. An ad-hoc committee was formed out of the SSO Meeting. A.P. is chairing this.
2. Formalizing all existing ES&H Procedures – Although several CD ES&H procedures have been formalized and uploaded into DocDB in FY08, this goal has not been fully completed. Actions toward this goal have been slowed due to furloughs and mandatory vacations.
3. Safety Incentive Plan – Several ideas have been tossed around, but budgetary constraints seem to never go away and make this goal almost impossible to keep.

Objectives for FY09

Activities

Formalize all procedures

- Activity type: Project
- Description: Continue to put current procedures on a procedural template, along with a cover sheet, requiring dept. head signature and division head signature. All procedures, along with the cover sheet are then scanned in and uploaded into DocDb.
- Timescale: Complete by Dec. '08
- Milestones: Complete two/month

Federal Electronics Challenge (FEC)

- Activity type: Project
- Description: Play a major roll in achieving CY2008 goals for procedure development for desktop/laptop purchasing and setup, achieving strategic objective of reducing power consumption and generation of waste.
- Timescale: Complete by Dec. '08
- Milestones: All CY2008 goals will be completed by end of CY2008

Internal Program Auditing

- Activity type: Service
- Description: Perform internal audits on six existing CD ES&H Programs and document/correct findings.
- Timescale: Complete by October 1, 2009
- Metrics: Leading/Lagging Indicators will remain in “Outstanding” range http://www-esh.fnal.gov/owa_user/fnal_indicators.html

CD Tracks

- Activity type: Service
- Description: Provide an ES&H related article in each issue
- Timescale: Ongoing
- Milestones: One article/month

Priorities: The highest priority is to formalize all of our ES&H programs and upload them into DocDB. It steps up our ES&H program another notch, brings consistency and our ISO Certification requires it.

The next priority is to formally audit our ES&H programs on a determined basis. Although, programs are being reviewed as they are being formalized, it is now time to document these reviews, and upload them on DocDB.

Meeting our '08 FEC Goals will bring the Laboratory a “Silver Award”. We received a “Bronze Award” for meeting our '07 FEC Goals. The idea of FEC is to save the

Laboratory money in energy consumption with computer use and disposal. It is also an environmental and P.R. plus.

Staffing Issues: 1 FTE – No changes needed.

Change control:

Changes or delays in these priorities may occur with audit findings (outside and internal) or unplanned events and will require the approval of the Division Head.

Risk Assessment:

A delay or failure to complete the formalization of our procedures may result in a breach in procedure, which could result in an injury or environmental mishap, and could result in removal of the Lab's ISO Certification.

A delay or failure to meet our '08 FEC Goals will result in unknown consequences from the DOE, being that this is a new Executive Order.

A delay or failure to audit our programs may result in a an injury or environmental mishap, and could result in removal of the Lab's ISO Certification.

CD Tracks articles have brought "at-home" and "at-work" ES&H issues to the forefront. By including articles that focus on "at-home safety", shows employees that it is their well-being that is most important, whether at home or at work.